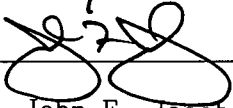



RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency City of Salisbury		Division/Unit Public Works - Engineering/Project Management
ITEM NO.	DESCRIPTION	RETENTION
1.	Projects. —City Buildings, Streets, Sidewalks, Storm Drains, Sediment Control, Correspondence, Inspection reports, Permits, Construction contracts, Purchase orders, Draft reports, Proposals, Specifications, Drawings, Construction reports, Progress meeting minutes, etc.	Retain 5 years after completion of project, then destroy.
2.	City Building Records. —Contracts, Specifications, Correspondence, Certifications, Affidavits, Daily Construction Reports of City Building Projects.	Retain 5 years after completion of project, then destroy.
3.	City Park(s) —Cost Estimates, Site Plans, Contracts, Specifications, Correspondence of City Projects.	Retain 5 years after completion of project, then destroy.
4.	Bulkhead Projects. —Contracts, Specifications, Agreements, Cost Estimates and Site plans.	Retain 5 years after completion of project, then destroy.
5.	Subdivision Records. —Correspondence, Specifications, Agreements, Subdivision Plats, Zoning Requirements.	(Originals to Circuit Court) Retain 5 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>02 Jun 7 02</u> SIGNATURE  TYPE NAME <u>John F. Jacobs</u> TITLE <u>Director</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11/9/07</u> SIGNATURE 
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency		Division/Unit
City of Salisbury		Public Works - Engineering/Project Management
ITEM NO.	DESCRIPTION	RETENTION
6.	Water Records. –Contracts, Specifications, Correspondence, Affidavits, Construction Drawings of Water Lines, Water Facilities.	Retain 5 years after completion of project, then destroy.
7.	Agreement, Deeds and Easements Records. –Easements, Deeds to City Property, City Streets, Alley Closings and Agreements made by the City Council. (Originals to City Clerk)	(Originals to Circuit Court) Retain 1 year, then destroy.
8.	Correspondence Records. –Reports pertaining to ongoing Projects, Proposals, Employee, Council Meetings, Complaints, etc.	Retain 5 years, then destroy files having no legal, fiscal, administrative, or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
9.	Contracts. –Contract documents, Record of Bid, Site plans, Correspondence, etc.	Retain for life of project plus 3 years, then destroy.
10.	Bid Books. –Bid specifications for various Public Works Projects, Bid spreadsheet; correspondence, bidder's list, bid information, bid brochures, etc.	Retain 1 year, then destroy.
11.	Engineering Drawings. –As-Builts, Storm Drains, Water Lines, Water Facilities, City Buildings, Parking Layouts, City Maps, Surveys, Subdivision Plats, Resubdivision Plats.	Retain permanently - City Maps, As-builts, Water, Storm Drains, Surveys, Subdivision Plats. Transfer periodically to the Maryland State Archives. Retain project drawings for life of project plus 3 years.